



COVID Risk Assessment including Guidance and Action Plan



St Mark's CofE Primary School School Year 2020 - 2021

**HELPLINE - 0800 046 8687, and selecting option 1 URN - 131450. Phone number for advice should there be a positive case. Option 3 if general advice.
Hampshire and Isle of Wight HPT (South East) - 0344 225 3861.**

Update 5th January 2021

Update made in light of the National Lockdown that was announced on 4th January 2021 - ([Link here](#))

- Vulnerable and critical workers only to attend school ([Link here](#))
- Isolation period for someone who has tested positive or has symptoms and their household has reduced to 10 days.
- Bubble group sizes should be kept small (this would usually be 15 children per bubble).
- Additional space can be used to maximise the distance between children and between staff and other people.
- *If someone tests positive, they must continue to self-isolate for at least 10 days from the onset of their symptoms and return to school only if they do not have symptoms other than cough or loss of taste/smell. The 10 day period starts from the day **after** when they first became ill. If they have a high temperature, they should continue to self-isolate until it returns to normal. Other members of their household should all self-isolate for the full 10 days from the day after the individual tested positive (not the day of symptoms).*
- For clarity: **“Does the day of symptoms count as a day?”** No. The 10 days isolation starts from the first full day after the symptoms started. So for example, let's say the symptoms started on a Monday. Isolation begins immediately, although the 10 days starts on the Tuesday. 10 days from the Tuesday would be the following Thursday. Thursday is the last day of isolation. You can then come out on the Friday.”
- Attendance - Absence will not be penalised. All pupils who are not expected to attend mark with code 'X' Vulnerable children who do not come into school must be marked with code 'C'.
- Critical Workers - only 1 parent/carer has to be a critical worker and this includes parents who work from home. School can ask for evidence if needed such as employer letters, ID badges or a pay slip. **Parents and carers who are critical workers should keep their children at home if they can.**
- Vulnerable Children and Young people - schools must allow and encourage vulnerable children to attend. Children who do not attend school should be discussed and supported to either attend or to ensure the child has the support they need to be educated at home. If a school closes due to advice from PHE,

then the school should inform the LA and discuss alternative arrangements for vulnerable children. If a vulnerable child is self-isolating schools should notify their social worker if they have one and agree the best way to keep in contact with the child and their family.

- SEND children - we will use our best endeavours to secure the SEN provision needed for all SEND children.
- Everyone who can work from home should work from home, however schools must ensure that school has the required workforce needed to be safe.
- CEV people are to work from home. Those living with someone who is CEV can attend work where home-working is not possible. CV people can continue to attend work. Staff who are pregnant should work from home where possible.
- Teaching Assistants (LSAs) may be deployed to lead groups or cover lessons, under the direction and supervision (which may be indirect supervision) of a qualified teacher.
- FSM should be provided for all children who qualify either through a voucher or food parcel.
- Children who access wraparound care should be, wherever possible, kept in the same school day bubble. If this is not possible children should be kept in small, consistent groups with the same children each time.
- See Home Learning Section for more information on remote education and live lessons and our Remote Education Policy and Child Protection Policy Annex 13 for details of keeping children safe during remote education.
- Mental Health and Wellbeing of children: Natalie Greer, Claire Cooper and Madeleine Prevett will continue to support those children who are vulnerable or with SEND to ensure that their mental health and wellbeing is prioritised at this time.
- In addition to implementing the changes above, we have:
 - Updated our Child Protection policy Annex 13 to include clarification about Remote Learning.
 - Revised our Online Learning Policy and Google Classroom/Meet permissions to including recording. ([Link here](#))
 - Revised the Home Learning section within this document. ([Link here](#))
 - Further reduced mixing of bubbles **where possible** for staff, including Breakfast Club, LSAs, and Lunch Time Staff.
 - Reiterated to staff about availability of PPE, and the openness that we have to discuss ways to further increase our safety.
 - Clarified the fact that where children do not adhere to the guidelines set out in this risk assessment, and put the safety of others at significant risk, the behaviour policy will be followed. The [behaviour section here](#) includes further detail. This includes the possibility of exclusion on the grounds of not keeping others safe.

Update 1st November

- From the 5th November - new guidelines for a National Lockdown will apply <https://www.gov.uk/guidance/new-national-restrictions-from-5-november>
 - Schools will remain open
 - Clinically Vulnerable People - should be especially careful to follow the rules and minimise your contacts with others. Should continue to wash hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas in your workplace.
 - Clinically Extremely Vulnerable People - **We have contacted those who we believe are CEV already.** The guidance has changed on who is regarded as CEV. Please check [here](#). The guidance from 5th November is that CEV people are to work from home.
- **PPA** - PPA should be taken at home using MS Teams to collaborate with other team members.
- **Other non-contact time** - NQT/English/Maths - please make use of the church and the staff room for working. Keep the room ventilated at all times. (When you leave the church, please make sure you have closed all windows and doors and the room is secure and tidy).

- **Noise levels** - we HAVE to have quieter classrooms. Teachers and LSAs must model this too. Whatever you need to do to ensure calmer environments must be done. This includes during lunch times inside. There is much research that says the louder the voice, the more intense the viral load and the further the travel.
- **Uniform** - As near to uniform as possible but children can wear extra layers such as fleeces, body warmers, tracksuit bottoms, thermal vest etc. As staff please be very flexible on what children are allowed to wear - warmth is the priority.
- **Masks/face coverings** (NOT face visors) must be worn anywhere outside of your 'bubble' - please let us know if you are exempt. Face visors may be worn in your 'bubble' - this is personal choice. Children should not be wearing masks.
- **Ventilation** in the classroom - read it [here](#).
- **Contact with those outside your bubble** - we have got to be extremely careful. Whilst we do not want to isolate anyone further, we do need to be exceptionally careful both in and out of school.
- **Visitors** - non-essential visits (e.g. governors, LLPs, etc) must take place remotely. Visitors such as occupational therapists, Speech and language, 1-1 tutors, music teachers, social workers etc can still continue, but the prevention measures must be adhered to.
- **Staff shared areas and items (e.g. kettles, photocopiers, fridges, hot water dispensers, shared laptops, shared desks etc):** Please make sure that you wash your hands/use sanitiser before use. Shared laptops and desk areas should be cleaned after use because of the length of time and greater bodily contact (including fluids).
- **Toilets** - please remember to put the seat down before flushing!

Update 22nd October

- Ventilation added to preventative measures in school.
- Action list [here](#) (pupil displaying symptoms - action list)
- Summary of recent DfE changes [here](#).

Update 18th October

- See [here](#) for PHE Resource Pack

Update 5th October

1. Bags for year 6 are now allowed.

Update 17th Sept 2020

1. 0800 046 8687, and selecting option 1 URN - **131450**. Phone number for advice should there be a positive case. Option 3 if need general advice.

Update - 14th September 2020

1. Children's books can now go home as needed. Remember to wash your hands before and after each set of books and clean the surfaces you are working on. Also be mindful of where the books go at home. It is best practice to use the same bag(s) for storage.

Update - 9th September 2020

1. When there is a child in school displaying symptoms - [read this section](#).

UPDATE - 3rd September 2020 (where applicable Risk Assessment has been updated accordingly)

1. Working with smaller groups of children - if a class teacher/TA is going to work with a small group of children e.g 4 children in corridor (KS2). The group of children must be sat in a configuration of 2 rows facing the adult therefore not facing one another. We are very aware that there is little space to do this however, if you want to do corridor work, this is how the set up should look. The tables and chairs must be cleaned between groups.
2. Within the classroom bubble children will have set seats for the first week; however we will review this after week one. If there is to be any movement it will still be minimal.
3. Cleaning of tables and chairs - During the day the tables will be cleaned by a LTS once all the children have eaten (apart from Fridays in R/1/2 where class teacher/LSA will need to clean due to a shortage of LTS). Chairs will be cleaned once a day and this will take place at the end of the day. This will include clearing the top and back of the chairs. Where possible, it would be helpful if LSA can do this; otherwise the cleaning team will need to.
4. If a child with additional needs requires a set table outside of the classroom e.g. KS2 corridor then this is ok but it must be for them only and cleaned regularly.
5. "Activate" is sadly not allowed to take place in the classrooms; a discussion is to be had around how class teachers could include stretching type activities / Yoga.
6. Plan for Wet Play - Class teachers need to decide on the types of activities they would like to have available for children to access at break and lunch times. Teachers need to be mindful of cleaning resources which will be shared, where different children use them at lunch and break. This reduces the amount of cleaning needed during the day for those resources. The key idea is that it needs to be a calm and organised environment.
7. Resources/Equipment - for all pieces of equipment (e.g. Science/ART/D&T/Music) these must be cleaned properly or placed in quarantine for 72 hours before another class is able to use them. PE equipment must firstly be washed to remove dirt and then cleaned thoroughly before another class is able to use it.
8. Visitor records - to be kept for 21 days for NHS tracking purposes.
9. We will not use volunteers until school has restarted and the risks have been fully assessed - alongside the logistics of how it would work/space etc.

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Sources of Guidance

Risk Assessment including Guidance and Action Plan for Re-opening of School from September 2020. It is based on the Government Guidance, the Hampshire Guidance, the NAHT/NEU Guidance and what is right for our school at this time.

Government Guidance Used:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

<https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

<https://www.gov.uk/guidance/contacts-phe-health-protection-teams>

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892085/disparities_review.pdf

<https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers>

<https://www.educationsupport.org.uk/>

<https://www.gov.uk/guidance/school-workload-reduction-toolkit>

<https://www.gov.uk/government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19>

<https://educationendowmentfoundation.org.uk/tools/guidance-reports/making-best-use-of-teaching-assistants/>

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers>

<https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk>

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

<https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>

<https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown>

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

<https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings>

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>

<https://www.sportengland.org/how-we-can-help/coronavirus>

<https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf>

<https://www.youthsporttrust.org/coronavirus-support-schools>

<https://educationendowmentfoundation.org.uk/covid-19-resources/covid-19-support-guide-for-schools/>

<https://educationendowmentfoundation.org.uk/covid-19-resources/national-tutoring-programme/>

<https://www.eventbrite.co.uk/e/dfes-supporting-pupil-and-student-mental-wellbeing-tickets-110796856380>

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

HSE Guidance

<https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment.htm>

<https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm>

<https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm>

<https://www.hse.gov.uk/coronavirus/ppe-face-masks/face-coverings-and-face-masks.htm>

<https://www.hse.gov.uk/coronavirus/working-safely/covid-secure.htm>

<https://www.hse.gov.uk/stress/what-to-do.htm>

Key messages

Staff

If you spend more than 15 minutes with another member of staff who is not in your bubble and they then test positive for COVID, you will have to isolate and therefore your bubble will be compromised as we may not be able to cover you! This would massively impact our operations.

Covid-19 Symptoms

The medical advice is clear: you must self-isolate if you have coronavirus symptoms or live in the same household as somebody who does. The main symptoms of coronavirus are:

- High temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- New, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- Loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- For more information, read the further guidance on symptoms.

If you have one or more of these symptoms, you must self-isolate straight away; you'll need to self-isolate for at least 10 days. You'll usually need to self-isolate for 14 days if someone you live with has symptoms or tested positive, someone in your support bubble has symptoms or tested positive, or you've been told to self-isolate by NHS Test and Trace.

System of Controls

This is the set of actions schools MUST take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
2. Where recommended, the use of face coverings in school
3. Clean hands thoroughly more often than usual
4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
6. Minimise contact between individuals and maintain social distancing wherever possible
7. Where necessary, wear appropriate personal protective equipment (PPE)

8. Always keeping occupied spaces well ventilated

Numbers 1 to 5, and number 8, must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection

9. Engage with the NHS Test and Trace process
10. Manage confirmed cases of coronavirus (COVID-19) amongst the school community
11. Contain any outbreak by following local health protection team advice

Numbers 9 to 11 must be followed in every case where they are relevant.

Other considerations: To be included as much as possible

1. Grouping children together
2. Avoiding contact between groups
3. Arranging classrooms with forward facing desks

- Staff maintaining distance from pupils and other staff as much as possible.

Prevention

Prevention - Coronavirus, Testing & PPE

In this document, unless explicitly stated, the terms face mask and face coverings are interchangeable.

Identified Risks	Risk Level	Actions and controls to reduce risk at our school	Reduction in Risk Outcome
<p>Having coronavirus: Pupils, staff & other adults come into school with coronavirus</p>	HIGH	<ol style="list-style-type: none"> 1. Clear information shared with all parents and staff regarding known symptoms through website, newsletters, staff handwork. 2. Parents told that no children with symptoms can be in school 3. Parents showing symptoms MUST NOT be on the school site and their children should be self-isolating for 10 days. 4. Staff told that they are not to be in school if they are displaying symptoms <ol style="list-style-type: none"> a. Please text SLT at 7am if unwell with clear indication of symptoms, or as early as possible. b. Please get a test asap if displaying any of the symptoms c. Advise SLT of test result & confirm time off arrangements d. Give details to track and trace if positive e. SLT to communicate with the local health protection team for next steps if a positive test is recorded. 5. Clear signage on entrance to school to warn visitors not to come into school if they have symptoms. 	LOW
<p>Having a positive test: Pupils, staff & other adults come into school after testing positive in</p>	HIGH	<ol style="list-style-type: none"> 1. Clear information shared with all parents and staff that they MUST inform us that they have a positive test result and that they may not return until 10 days after their first symptoms and then only if they no longer have a temperature 2. Parents told that no children who have had a test may be in school until 10 days after their first symptoms and then only if they no longer have a temperature 	LOW

last 7 days		<ol style="list-style-type: none"> 3. Any person in a household of someone who has tested positive in the last 7 days must isolate for 10 days and therefore should not be in school. This includes children of parents who have tested positive 4. Staff MUST inform SLT if they have tested positive and must not be in school for 10 days from symptoms beginning and only come back if they no longer have a temperature. 5. SLT to communicate with the local health protection team for next steps. 6. Clear signage on entrance to school to warn visitors not to come into school if they have had a test in the last 7 days.. 	
<p>Developing symptoms: Pupils, staff or other adults develop symptoms during the school day</p>	HIGH	<ol style="list-style-type: none"> 1. Clear procedures shared with parents and all staff (including temporary staff) if someone develops symptoms. 2. Any person developing symptoms during the school day MUST go home as quickly as possible. 3. Anyone developing symptoms and their household should be directed to follow the 'Stay at home' advice https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection 4. The person with symptoms MUST stay at home for 10 days and arrange to have a test. Their household MUST stay at home for 10 days. 5. CHILDREN displaying symptoms: <ol style="list-style-type: none"> a. The child MUST be moved to either outside or a separate room with ventilation and a closed door; This would be the area outside the church (foyer) or the main hall by the ramp door. b. Adults may supervise from a 2m distance c. The window or external door SHOULD be opened for ventilation d. If they have used a toilet, this MUST be cleaned before any other person uses it - the site team MUST be alerted as soon as possible. e. PPE MUST be worn if the adult is unable to maintain a 2m distance from a child f. Parents MUST be informed to get a test and contact the school with the result. g. No other person needs to leave unless they start to develop symptoms or the child tests positive at which point anyone who has been in close contact with the child will need to self-isolate for 10 days. 6. ADULTS displaying symptoms: <ol style="list-style-type: none"> a. MUST go home as quickly as possible and leave via the quickest 	LOW

		<p>and safest exit</p> <ol style="list-style-type: none"> b. SLT MUST be informed and another member of staff MUST go to support the class - this should ideally be someone who has already had access to this class bubble such as regular PPA staff c. No other person needs to leave unless they start to develop symptoms or the adult tests positive at which point anyone who has been in close contact with the person will need to self-isolate for 10 days. d. Any areas the adult has been in, such as toilets and staff rooms MUST be cleaned immediately. <ol style="list-style-type: none"> 7. Anyone who had been in contact with someone who is unwell MUST wash their hands for 20 seconds with soap & running water or use hand sanitiser. 8. The area the child or adult has been in MUST be cleaned with disinfectant after they have left - the 'class bubble' will need to be evacuated to another part of the school or outside. See the following guidance: https://www.gov.uk/government/publications/covid-19-decontamination-in-n-on-healthcare-settings 9. If any person tests positive SLT will consult with the local health protection team to decide on next steps. 10. Parents and staff will be informed of any positive test results and if it affects them specifically. 	
PPE		<ol style="list-style-type: none"> 1. All classrooms have PPE - the site team will ensure it is replenished, please alert them to any being used. 2. If you are unable to stay 2m away from a child showing signs of coronavirus you MUST wear full PPE to support that child. 3. PPE MUST be worn when providing intimate care for a child such as changing their nappy. 4. See https://www.gov.uk/government/publications/safe-working-in-education-child-care-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe for full details of PPE and when to use it. 5. The PPE that should be used in the following situations when caring for someone with symptoms of coronavirus (COVID-19) is as follows: <ol style="list-style-type: none"> a. a face mask should be worn if a distance of 2 metres cannot be maintained b. if contact is necessary, then gloves, an apron and a face mask should be worn c. if a risk assessment determines that there is a risk of fluids entering 	

		<p>the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn</p> <ol style="list-style-type: none"> 6. When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination. 7. Face masks must: <ol style="list-style-type: none"> a. cover both nose and mouth b. not be allowed to dangle around the neck c. not be touched once put on, except when carefully removed before disposal d. be changed when they become moist or damaged e. be worn once and then discarded - hands must be cleaned after disposal 	
<p>Face Masks/Coverings</p>		<p>Who should or shouldn't wear a mask?</p> <ol style="list-style-type: none"> 1. Parents must wear masks when on the school site, including when: <ol style="list-style-type: none"> a. Dropping off or collecting a child b. Visiting the office (having first spoken to the office via email/phone) 2. Visitors, including those who visit the school regularly to meet with pupils, must wear masks at all times. Where this is difficult because of the nature of the provision (e.g. music teachers), it is essential that the other precautions are adhered to (system of controls). 3. Pupils must not wear masks whilst in school, although they can wear them to and from school. If a child has particular health needs, then please consult with the school about this. A child's mask MUST be removed by their parent and taken away with them. The child MUST NOT touch the front of the mask and MUST wash their hands as soon as they arrive in the classroom as usual. 4. Staff: <ol style="list-style-type: none"> a. Within the classroom, staff do not need to wear masks, unless managing an incident where PPE is required. If an adult has particular health needs or circumstances, then please consult with the leadership team about this. b. Outside of the classroom, where a distance of 2m cannot be maintained, a face mask must be worn. This includes areas such as communal areas, corridors, photocopying areas and cupboards. c. If a member of staff has to work in/with a bubble that is outside of their normal working bubble, they must wear a mask. Examples of this include: lunchtime team going between different classes; senior leaders monitoring lessons; cleaners going between classrooms 	

		<p>when children are present; office staff taking messages to a classroom (if they need to enter the classroom).</p> <p>d. PPA staff should always aim to keep 2m distance from the pupils. We recognise this will not always be possible; therefore it is essential that the other precautions are adhered to (system of controls).</p> <p>e. Breakfast club staff must wear face masks.</p> <p>5. Supply teachers:</p> <p>a. Supply teachers should always aim to keep 2m distance from the pupils.</p> <p>b. Where this is not possible, supply teachers should wear face masks where it does not impede teaching and learning.</p> <p>Where face masks are worn, they must be suitable and appropriate in style.</p> <p>Masks may be worn by adults and children to and from school particularly if they are using public transport.</p> <p>When adults need to remove their masks, they must do so using the correct procedure. See COVID-19: personal protective equipment use for non-aerosol generating procedures</p> <p>Adult's MUST NOT touch the front of the mask at any time.</p> <p>For best practice, adults should wash their hands before removing their mask; if disposable, dispose of their mask in a lidded bin; and then wash their hands again.</p>	
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Prevention - Risk of Infection (hand washing, respiratory hygiene, groupings) Cleaning Regimes & Waste Disposal

Identified Risks	Risk Level	Actions and controls to reduce risk at our school	Reduction in Risk Outcome
<p>Handwashing</p> <p>The coronavirus can be spread by touch - hands.</p>		<ol style="list-style-type: none"> 1. Soap and water or hand sanitiser kill the virus. 2. Clear hand cleaning expectations will be in place and communicated to staff, parents, children and all visitors. 3. Sinks are in every classroom for children and staff to use. 4. There are sinks in all toilets. 5. There are two church toilets that can be used for visitors which office staff can monitor for extra cleaning when needed. 6. Hand sanitiser is available in classes but MUST be supervised by adults 	

		<p>due to the risk of ingestion and hand washing should be the first choice for children.</p> <ol style="list-style-type: none"> 7. VISITORS: Must use hand sanitiser before coming into the building and if staying in school then MUST wash hands as soon as possible. 8. CHILDREN handwashing (in class sinks and toilet sinks): <ol style="list-style-type: none"> a. Make handwashing a part of every day routines and behaviour expectations b. Children who find washing hands tricky should be helped by adults c. On arrival to school - if they wear a face mask this MUST be removed by their parent/carer and taken home d. Before break/snack time e. After break f. Before eating at lunch break g. After lunch break h. Before leaving school i. After sneezing or coughing j. After using the toilets k. If a child changes a room <p>ADULTS handwashing:</p> <ol style="list-style-type: none"> l. On arrival at school - if wearing a face mask they must remove it before entering the building and either thrown away or put in their bag to be washed m. After sneezing or coughing n. After using toilets o. Before and after eating p. Whenever touching anything others may have touched q. Between changing rooms <ol style="list-style-type: none"> 9. Soap, hand sanitiser and paper towels will be regularly stocked by the onsite cleaning team throughout the day. 10. Bins with lids will be available alongside open bins - these will be emptied throughout the day by the onsite cleaning team. 11. Regular surfaces that are touched by people will be under an enhanced cleaning regime by the onsite cleaning team. 	
<p>Cleaning High contact areas</p> <p>The coronavirus can be spread by touch - high contact areas.</p>		<ol style="list-style-type: none"> 1. A cleaning/on-site team will be available all day to ensure cleaning is regular and thorough throughout the day. 2. A clear cleaning schedule will be in place to ensure all areas of the school are cleaned on an enhanced rota including all high contact areas such as door handles, light switches etc. 3. Throughout the day, teachers and LSAs are responsible for cleaning 	

		<p>surfaces and high contact areas as required. This is the same for staff working in PPA areas.</p> <ol style="list-style-type: none"> 4. All classroom bubbles will have detergent spray, wipes, cloths, hand sanitizer, soap, paper towels, PPE. 5. Rooms and shared areas used by different class bubbles will be cleaned between each group, although the sharing of rooms/areas needs to be minimised. 6. Rooms and shared areas used only by staff will be cleaned at least once during the day and after school. 7. Rooms or shared areas used by temporary staff or visitors will be cleaned after the person has left. 8. Class tables and chairs will be cleaned at least once during the day at lunchtime by class or lunch staff. 9. All toilets MUST be cleaned at least twice in the school day and good handwashing hygiene MUST be adhered to at all times. 10. Cleaners will be in school to clean at the end of the day. All staff MUST leave the classroom while it is being cleaned. 11. Please see the Year R/1 procedures and Bridge procedures for extra cleaning requirements. 12. Guidance can be updated and MUST be checked on a regular basis by the site manager: https://www.gov.uk/government/publications/covid-19-decontamination-in-n-on-healthcare-settings 	
<p>Cleaning regime during the day (additional)</p>		<ol style="list-style-type: none"> 1. If sharing resources, these need to be cleaned between groups several times a day and children taught to wash their hands and the importance of only sharing resources the adults have indicated they can. 2. Bins should be emptied at least once during the day - double bagged in readiness to be collected by the cleaning staff from outside external classroom doors. 	
<p>Cleaning regime at the end of the day</p>		<ol style="list-style-type: none"> 1. Teacher and LSA to clean all children's resources at the end of the day. 2. Cleaning staff to wear PPE - at least gloves, aprons, face covering 3. Friday will be deep-cleaning in all classrooms & public areas. We must be mindful of those children still in school. 	
<p>Respiratory Hygiene The coronavirus can be</p>		<ol style="list-style-type: none"> 1. Catch It, Bin It, Kill It' posters in all classes and around the school to ensure all understand the expectations. 2. Tissues and lidded bins will be available in every room and area of the school and tissues will be restocked by the onsite cleaning team throughout the day. 	

<p>spread by poor respiratory hygiene</p>		<ol style="list-style-type: none"> 3. Bins will be emptied more regularly by the onsite cleaning team. 4. Risk assessments MUST be in place for children who may struggle to follow these guidelines due to their SEN needs. 5. The curriculum will incorporate lessons on germs and how to stop the spread of the virus in all classes - this will be initially in the first few days back and then revisited as deemed necessary by the class teacher and/or SLT. 6. All pupils, staff and other adults MUST wash their hands or use hand sanitiser after sneezing or coughing. 7. If a child coughs or sneezes without 'catching it', then any item or equipment that they are using MUST be wiped down using disinfectant. 	
<p>Social distancing & contact</p> <p>The coronavirus can be spread by mixing too many people together</p>		<ol style="list-style-type: none"> 1. The number of contacts between staff and children MUST be minimised as much as possible. 2. Groups of children will be in 'class bubbles' and maintaining social distancing where possible between individuals. 3. Children will need to be grouped accordingly and the balance of grouping and maintaining social distancing MUST be based on a child's age and the school layout. 4. Bubbles will be class bubbles which MUST not be more than 31 children. This will be reviewed at half term. (see update 05.01.2021 - groups now usually 15) 5. All class bubbles MUST be kept apart from other class bubbles at all times - breaks and lunches will be staggered and areas outside will be zoned. 6. Where possible children should be encouraged to maintain some social distance from their peers and teachers. 7. Rooms should not be shared with other class bubbles unless absolutely necessary. 8. The halls and other social areas should not be shared between class bubbles unless absolutely necessary. 9. If younger children are not able to socially distance then they do not have to socially distance in the class bubble. 10. PPA staff MUST try to maintain 2m social distance between themselves, other adults and children. 11. There will be no large gatherings of staff or children. 12. Whole school worship will be held virtually on a weekly basis. 13. Year group worship can be held but MUST be done virtually 14. Class worship can be held daily in class. 15. Lunches will be eaten in class bubbles and delivered by the kitchen team. 	

<p>Waste management</p> <p>The coronavirus can be spread by poor waste management.</p>		<ol style="list-style-type: none"> 1. All classrooms MUST have three bins: <ol style="list-style-type: none"> a. Lidded Bin - for tissues, waste containing any bodily fluids or suspected infectious material - these will be double bagged. b. General Waste Bin - for paper towels, food waste, pencil shavings and general classroom waste - these will be single bagged. c. Recycling Bin - for paper and any other CLEAN recyclable materials. 2. Lidded bins will be emptied throughout the day by the onsite team. 3. The onsite team MUST be alerted when any waste from the lidded bin needs to be collected if there has been any suspicion of infectious material being placed in it. 4. Any potential or actual infectious waste MUST be stored for 72 hours outside the site manager's office in a lidded bin in the external area before being placed in the general waste for pick-up. 	
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Prevention - Movement around school & Toilets

Identified Risks	Risk Level	Actions and controls to reduce risk at our school	Reduction in Risk Outcome
<p>Movement</p>		<ol style="list-style-type: none"> 1. All staff, pupils and visitors should try to reduce their movement around the school and only leave their designated areas if necessary. 2. A one-way system is in place. FOR KS2: Going from the reception, anyone must go up towards the classrooms through the corridors. To return, they must go outside along the paths back to the reception area. FOR Year R and KS1: use the outside paths only. 3. Teachers MUST monitor visits to the toilets for their class. 4. SLT will monitor KS2 toilets at break time. 5. LTS will monitor KS2 toilets at lunch time. 6. Children MUST be taught to knock before entering a toilet block to minimise the risk of cross class bubble contamination. 7. Break times will be staggered KS1/YR, Lower KS2, Upper KS2 and the playground and field will be zoned so no class bubbles are mixing. 8. Lunch time will be staggered and shortened K1/YR, Lower KS2, Upper KS2 and the playground and field will be zoned so no class bubbles are mixing. 9. Staggered times and zones are in place for break and lunch time, in order to keep bubbles separate. 	

Children's Toilets		<ol style="list-style-type: none"> 1. Toilets will be allocated as follows: <ol style="list-style-type: none"> a. YR - toilets within their classroom areas b. Y1/Y2 - in class toilets c. Y3 & 2x Y4 classes - Y3/4 Girls and Boys toilets - no urinals d. 1xY4, Y5 & Bridge - Y4/5 Girls and Boys toilets - no urinals e. Y6 - Girls and Boys Y6 toilets 2. ALL toilets will be cleaned at least twice a day and any paper towel/toilet paper replenished as needed. 3. If the toilets have windows these MUST be opened at the beginning of each day. 4. Main toilet doors will be open at all times to reduce handle contact - hence no urinals. 5. YR and KS1 LSAs should wipe down handles to toilets frequently. 6. Children will be taught about the need to maintain high levels of hygiene and why it is important - this will be revisited regularly. 7. Children will be taught to knock on the outside door and wait if someone is in the toilet area and reminded to stay 2m away from any other child. 8. Posters on toilet doors and above sinks to remind children to wash hands. 9. Teachers/LSAs to ask children to use hand sanitizer if they are concerned children have not washed their hands correctly. 10. Extra soap ordered and monitored by the site team. 11. Children should use paper towels and NOT hand dryers. 12. At break time: a monitor will be appointed to support this. 13. At lunch time: a monitor will be appointed to support this. 	
Staff Toilets:		<ol style="list-style-type: none"> 1. Toilets will be allocated as follows: <ol style="list-style-type: none"> a. YR, 1J/1C - disabled toilet by SENCO rooms b. 1P/Y2 - Toilet C in corridor c. Y3/4/5 - Toilet A/B in corridor d. Y6/Bridge - Y6 disabled toilet e. SLT/Office/Site Team/PPA staff/SENCO - Disabled toilet 2. Signage will be in all toilets to remind people to put the lid down when flushing and to wash hands thoroughly. 3. Toilets will be cleaned at least twice a day by the site team. 	
Breakfast Club and After School Club Toilets		<ol style="list-style-type: none"> 1. The church toilets will be used by the breakfast club and after school club. 2. Toilets will be cleaned immediately after breakfast club and after the after school club (this can be done first thing in the morning before the breakfast club starts) 	

Visitor Toilets		<ol style="list-style-type: none"> 1. All visitors MUST use the Church Toilets only. 2. Signage will be in the toilets to remind people to put the lid down before flushing and to wash their hands thoroughly. 3. The reception office team will monitor the toilets and alert the site team to clean the toilet if a visitor uses it. 4. If any other member of staff directs a visitor to use the Church Toilets they MUST inform the office team or the site team for cleaning. 	
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Prevention - Ventilation

Identified Risks	Risk Level	Actions and controls to reduce risk at our school	Reduction in Risk Outcome
<p>Ventilation Requirements</p> <p>Aerosol load is the most common way for COVID to spread and therefore MUST be reduced at all time.</p>	HIGH	<ol style="list-style-type: none"> 1. Site team/teachers must open classroom external doors and windows as soon as they arrive in the classroom. 2. All windows must be kept open throughout the day whilst children and teachers are in class. 3. External doors must be open if the weather is not too cold/wet whilst children and teachers are in class. If the weather is too cold, then external doors may be closed for lessons but internal doors must be open instead along with windows. 4. When children are on break times, all windows and doors must be fully opened to ventilate the room as much as possible. 5. Any time the class is not in the room (such as Y3 music lessons) all doors and windows must be opened to ventilate the room as much as possible. 6. If there is 'wet' play, then doors and windows must be opened for at least 15 minutes every 2 hours to ventilate the room. 	

Prevention - Visitors to the school

Identified Risks	Risk Level	Actions and controls to reduce risk at our school	Reduction in Risk Outcome
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<p>Visitors</p> <p>Visitors who are on site for more than 15 minutes pose a risk of cross contamination and increasing the spread of the virus.</p>	<p>HIGH</p>	<ol style="list-style-type: none"> 7. All visitors must use hand sanitiser before coming into the building. 8. Visitors who are staying on site for longer than 15 minutes (such as contractors) MUST leave their name, contact details, organisation and reason for being in school with the office staff. This will be recorded on paper and kept for 21 days, and then shredded. 9. If possible contractors should be arranged to come out of school hours. 10. If the visitor is on site during school hours they MUST maintain a distance of 2m from any other adult or child and MUST NOT use any shared areas such as the Staff Room. 11. If a visitor needs to use a toilet, this MUST be the church toilets and the site team MUST be alerted to this by the office staff so it can be cleaned as soon as possible. 12. Face coverings should be worn as much as possible. 13. Hand washing must be carried out throughout the visit, as appropriate. 14. We recognise that visitors will attend the school for a variety of reasons. Previous to carrying out the visit, a discussion will be had as to the specifics of the visit. 	
<p>Therapists</p>		<ol style="list-style-type: none"> 1. All therapists must use hand sanitiser before coming into the building. 2. The visitor MUST be registered by the office team - leaving their name, contact details, organisation and reason for being in school. This will be recorded on paper for 48 hours and then shredded. 3. Use the Bridge Quiet room or RR room. 4. The windows MUST be open at all times 5. Any staff accompanying the child MUST stay 2m from the therapist and the therapist MUST try to be 2m from the child and adult at all times. 6. The room MUST be cleaned as soon as the therapist leaves. 7. If the therapist is seeing more than one child they MUST use hand sanitiser between each child. 8. The child and adult MUST wash their hands before and after working alongside the therapist. 	

Response to Infection

Identified Risks	Risk Level	Actions and controls to reduce risk at our school	Reduction in Risk Outcome
<p>Positive Case</p> <p>SLT may not know how to react when there is a positive case and cause a local spike in the infection rate due to making wrong decisions</p>	<p>MEDIUM</p>	<ol style="list-style-type: none"> 1. A clear understanding of the Test and Trace process has been shared with SLT and the governing body so everyone is aware of what needs to be done if someone tests positive within the school community for coronavirus. https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus 2. The following procedure will be adhered to: We will ask you: <ol style="list-style-type: none"> a. if you have family members or other household members living with you. In line with the medical advice they must remain in self-isolation for the rest of the 14-day period from when your symptoms began b. if you have had any close contact with anyone other than members of your household. We are interested in the 48 hours before you developed symptoms and the time since you developed symptoms. Close contact means: <ol style="list-style-type: none"> i. having face-to-face contact with someone (less than 1 metre away) ii. spending more than 15 minutes within 2 metres of someone iii. Travelling in a car or other small vehicle with someone (even on a short journey) or close to them on a plane c. if you work in – or have recently visited – a setting with other people (for example, a GP surgery, a school or a workplace) d. We will ask you to provide, where possible, the names and contact details (for example, email address, telephone number) for the people you have had close contact with. As with your own details these will be held in strict confidence and will be kept and used only in line with data protection 	<p>LOW</p>

		<p>laws.</p> <p>3. If there is a positive case of coronavirus the school MUST contact our local Public Health England health protection team. See https://www.gov.uk/guidance/contacts-phe-health-protection-teams for our local team. CA will be responsible for this liaison, Nikki Ford and Rebekah Alsey will do so in his absence.</p>	
<p>Test and Trace</p> <p>Staff and parents may be unaware of their obligations to engage with Test and Trace and cause a spike in the infection rate.</p>	<p>HIGH</p>	<p>1. Parents and staff will be informed of their obligations to supporting the NHS Test and Trace scheme through our website, social media accounts, newsletters, staff meetings and posters around the school building.</p> <p>2. Staff and parents will be asked to be willing and ready to:</p> <ol style="list-style-type: none"> Book a test if they are displaying symptoms https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested Provide details of anyone they have been in close contact with if they were to test positive for coronavirus or if asked by NHS Test and Trace. Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive for coronavirus. <p>3. Our school will have a number of home testing kits which we can give to parents collecting children or staff who have developed symptoms if we consider that there may be risk they may not go and get a test themselves. Records will be kept of who has been given one.</p> <p>4. Parents and staff MUST inform the school immediately of the results of their test and follow the advice below:</p> <ol style="list-style-type: none"> If someone tests negative, if they feel well enough and are not longer experiencing symptoms similar to coronavirus they can stop self-isolating. If there is a chance they could have another virus such as a cold or flu it would be still best for them to avoid contact with other people until they are better. Other members from the household can stop isolating. If someone tests positive, they should follow the 'stay at home' guidance https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection They must self-isolate for at least 7 days from the onset of their symptoms and then return to school if they do not have symptoms 	

		<p>other than a cough and loss of sense of smell/taste. If they continue to have a high temperature they should continue to self-isolate until their temperature returns to normal. Other members of their household MUST self-isolate for the full 14 days.</p>	
<p>Confirmed case - sharing of information</p> <p>If there is a confirmed case of coronavirus in the school community then the risk of a spike in infections is high.</p>		<ol style="list-style-type: none"> 1. SLT will contact the local PHE health protection team to disclose any positive cases of someone who attends our school as soon as we become aware of them. 2. Staff will be informed if there has been a confirmed case of COVID-19 in school as soon as possible. 3. The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious, and ensure they are asked to self-isolate for 14 days and we MUST send staff home as quickly as possible and ask parents to collect their children immediately. Close contact means: <ol style="list-style-type: none"> a. Direct close contacts - face to face contact with an infected individual for any length of time, within 1m, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin). b. Proximity contacts - extended contacts (within 1-2m for more than 15 minutes with an infected individual). c. Travelling in a small vehicle, like a car, with an infected person. 4. We MUST keep clear records of adults and children common interactions with each other - such as class bubble records alongside any other interactions that might take place, such as an intervention with another teacher or LSA who is not part of the everyday bubble. 5. We MUST send out a template letter to parents and staff if required to ensure everyone is aware that there has been a positive case in school. 6. The households of staff/children sent home who have been in contact with a positive case of coronavirus do not need to self-isolate unless the staff member or child begins to show symptoms themselves. Households should then follow the 'stay at home' guidance https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection 7. We should not request evidence of the test results from any staff member or child. 	

<p>Two or more confirmed cases</p> <p>If there are two or more confirmed cases of coronavirus in the school within 14 days this could be the start of a spike in the infection rate.</p>		<ol style="list-style-type: none"> 1. We MUST work with the local health protection team if there are two or more positive cases or suspected cases of coronavirus in the school within 14 days as this may be the beginning of an outbreak. 2. We MUST follow the recommendations of the local health protection team who may: <ol style="list-style-type: none"> a. Recommend a larger number of other pupils self-isolate at home as a precautionary measure - this may be the whole school or a year group. b. A mobile testing unit may be deployed to test others starting with the class group, then year group and if necessary the year group. 	
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School Operations

School Operations - Staffing

Identified Risks	Risk Level	Actions and controls to reduce risk at our school	Reduction in Risk Outcome
<p>Vulnerabilities</p> <p>Vulnerable staff members or those who live with people who are vulnerable may be concerned about returning and find it difficult to return to the workplace</p>		<ol style="list-style-type: none"> 1. The government is still advising where possible people should work from home but the guidance notes that this is not possible in most roles within a school. 2. As we are applying the full measures of the guidance the risks to all staff is mitigated significantly. 3. We MUST ensure that individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are able to socially distance in their role. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 4. Any person living with someone who is clinically vulnerable or clinically extremely vulnerable can attend the workplace this includes pregnant staff members. 5. Any staff member who was considered to be clinically extremely vulnerable 	

		<p>and received a letter advising them to shield MUST have an individual risk assessment in place.</p> <ol style="list-style-type: none"> 6. All staff to complete a questionnaire regarding health vulnerabilities by Friday 24th July. SLT will then use information to support our overall risk assessment and any adjustments required. 7. For those identified as at risk and whose risk will not be reduced through the measures detailed in this document, a separate risk assessment will be made; the staff member will meet with SLT to talk through their RA and modifications in order to minimise risk. 	
Teachers		<ol style="list-style-type: none"> 1. All staff MUST stay 2m from adults and try to be socially distanced from children where possible. 2. Teachers MUST remain in their class bubbles except for rest breaks, lunch & PPA. 3. Any year group or other group meetings should be held virtually or at 2m socially distanced in a large ventilated room or outside. 4. Meetings of no more than 6 people at any one time can be done in person. Meetings with more than 6 people MUST be done virtually. 5. Teachers should use hand sanitiser before entering the building or using any door entry/exit buttons. 6. Teachers MUST sign-in using the electronic app on their phone or the ipad outside Charles Applegate's office or in reception. 7. Teachers MUST wash their hands on arrival in school. 8. Teachers MUST wash their hands regularly throughout the day including when working with a child in close proximity. 9. Bags and coats should be properly stored and not near any other adults bags or coats where possible. 10. If teachers need to bring their own children into their class bubble early in the morning or after school they may do so but MUST ensure the environment is clean and ready for when school opens and clean any area that requires it. If their LSA also has children who need to be in school they MUST not sit near each other in the class bubble and MUST always be at least 2m from each other. 	
Support Staff		<ol style="list-style-type: none"> 1. LSAs should use hand sanitiser before entering the building or using any door entry/exit buttons. 2. LSAs MUST sign-in using the electronic app on their phone or the ipad outside CA's office or in reception (below TV).. 3. LSAs MUST wash their hands on arrival in school. 4. All children who require 1:1 support will be provided by LSAs. 	

		<ul style="list-style-type: none"> a. LSAs where possible will be kept with the same child throughout the day and within the same class or year group. b. Where two members of staff work with a child they will be within the same class or year group. c. LSAs MUST wash their hands before working alongside children and MUST wash their hands more frequently throughout the day. They MUST always wash their hands or use hand sanitiser if they move to support another child in close proximity. d. LSAs MUST sit alongside (or slightly behind) a child and keep as much distance as possible when in class, they MUST NOT sit face to face with a child. <ul style="list-style-type: none"> 5. Class LSAs MUST stand behind a child or sit alongside any children they are supporting, they MUST wash their hands more frequently if supporting multiple children. 6. LSAs MUST remain in their class bubbles except for rest breaks, lunch & when supporting a child on a sensory break or intervention. 7. LSAs working with groups of children outside of their bubble if required MUST follow the following guidelines: <ul style="list-style-type: none"> a. They must try to not sit near to children and try to maintain a 2m distance. b. Groups can only be made up of the same bubble children c. LSAs must wash their hands before meeting with the group d. Children must wash their hands once they return to the classroom e. Any furniture or resources used must be wiped down immediately after the group has returned to class. 8. As part of their role some LSAs will be required to support children at lunch time. If LSAs are supporting children who are not normally part of their bubble they MUST try to maintain a 2m distance from them and MUST try to stand alongside or slightly behind rather than face to face. They MUST NOT crouch down to speak to a child unless it is exceptional circumstances. LSAs MUST remain in their class bubbles except for rest breaks, lunch & when supporting a child on a sensory break or intervention. 9. LSAs MUST wash their hands regularly throughout the day including when working with a child in close proximity. 	
SENCO Team		<ul style="list-style-type: none"> 1. The SENCOs may share an office on Wednesday as long as the windows are open and they remain back to back. 2. If they require separate spaces - staff room, one works from home? 3. The telephone MUST be cleaned at the end of each day and if shared between each call. 	

		<ol style="list-style-type: none"> 4. SENCOs may observe children from the internal and external doors of the classroom and only enter the room if it is absolutely necessary. 	
Pastoral Team		<ol style="list-style-type: none"> 1. The pastoral lead will be able to meet with children across the school but MUST adhere to the following procedures: <ol style="list-style-type: none"> a. 2m social distance MUST be adhered to at all times. This will be achieved by having two tables set out together to create 2m. b. The pastoral lead MUST sit diagonally opposite the child at all times. c. Tables, chairs and all resources MUST be cleaned between each child (Children can bring their own pencil case with them to reduce the risk of cross contamination of shared resources such as pens) d. The pastoral lead MUST wash their hands or use hand sanitiser before and after working with every child. e. Children should wash their hands before leaving and when they return to the classroom. f. Any paper resources or books shared with a child MUST be stored for 48 hours before using with anyone else. 	
PPA Staff/Boosters		<ol style="list-style-type: none"> 1. Staff who are not regular teachers of a class bubble MUST try to keep their distance from pupils and other staff members as much as possible, ideally at 2m. 2. All staff MUST try to keep 2m away from any other member of staff or other adults. 3. Staff who are moving between rooms MUST wash their hands when arriving in their new classroom and after they leave. 4. PPA staff will cover 1 day of PPA per year group every two weeks to reduce the number of changes they need to make in a week. 5. NQT time will be supported by the same PPA teacher to reduce contact across bubbles. 6. PPA lesson planning needs to take account of PPA staff having less flexibility of social distancing and therefore should be lessons that can be delivered from a 2m social distance as much as possible. 7. There will be no HoY time in the first half term of Autumn to reduce contact across bubbles. This will be reviewed at half term. 	
Regular Supply Staff including Planet Ed		<ol style="list-style-type: none"> 1. We intend to only use regular supply staff who can work across the school. 2. All temporary staff MUST use hand sanitiser before entering the building and should wash their hands using the church toilets as soon as possible upon arrival. 3. All temporary staff MUST minimise contact with other adults and children in school, only working where required and not moving around the building 	

		<p>unnecessarily.</p> <ol style="list-style-type: none"> 4. They MUST maintain 2m distance from other adults in school. 5. They MUST maintain as much distance as possible from children in school. 6. They MUST wash their hands regularly while in school but particularly between class bubbles. 7. Supply/temporary staff are not expected to mark books and activities MUST enable supply and temporary teachers to maintain a 2m distance from adults and children as much as possible. 8. Therapists can work with SEND children if it is part of their normal SEND offer: <ol style="list-style-type: none"> a. They MUST wash their hands on arrival and maintain social distance from all adults in school. b. Any 1:1 support such as OT must take place in a ventilated room. c. This room MUST be cleaned between uses. d. The child working with the adult MUST wash their hands before going into the session and wash their hands after the session. 9. All temporary staff and therapists MUST leave their name, contact details, organisation and reason for being in school with the office staff. This will be recorded on paper for 48 hours and then shredded. 10. Therapist and temporary staff MUST not use the staff room. 11. If a therapist or temporary staff need to use a toilet, this MUST be the church toilets and the site team MUST be alerted to this by the office staff so it can be cleaned as soon as possible. 12. Peripatetic music teachers access Music room by going outside the school and around to the door at the end of corridor. 13. English and Maths Subject Lead time will be covered by Planet Education - this cannot be rotated in the year group so one class MUST have Planet Education the whole afternoon. If this is delivered inside the classroom the Planet Education staff member MUST stay 2m from any child and all adults in the class. They should not be marking books. 	
Office Staff		<ol style="list-style-type: none"> 1. Office staff will use electronic means to contact staff or walk to class doors (internal or external) to deliver messages. 2. A perspex screen is around the office area for protection 3. Tape will mark 2m from the desk and all staff/visitors MUST stand behind this tape. 4. The Office Staff will ask visitors to complete a sign-in sheet, which records the details of who, what, where and when. This is important if the track and trace system needs to be put in place. 	

		<ol style="list-style-type: none"> 5. Three members of staff only can work in the office area at any one time. 6. VS to work in her office. 7. Lunchtimes will need to be staggered so the office is always manned. 8. Where possible, packages must not be opened immediately and stored for 48 hours. 9. Each staff member should use their own keyboards and mouse. 10. All staff must use their own chairs where possible. 11. Telephones should be cleaned regularly through the day especially around the ear and mouthpiece. 	
Lunchtime Team		<ol style="list-style-type: none"> 1. Lunchtime team will be allocated classrooms/areas on the playground to support children. They MUST try to maintain a 2m distance from all children. 	
Onsite Maintenance Team		<ol style="list-style-type: none"> 1. See sections on face coverings, cleaning, and PPE. 2. They MUST try to maintain a 2m distance from all children. 	
Volunteers		<ol style="list-style-type: none"> 1. Until further notice, volunteers will not be used in school. This will be assessed once school has restarted. 	
SLT		<ol style="list-style-type: none"> 1. RA & NF to share a room and their desks are now facing one another but at opposite ends of the large office over 2 1/2 metres between. . 2. RA/NF/CA to communicate via Teams in the office for longer meetings. 3. RA/NF/CA to use NF/RA's office for meetings that need to be face to face and all sitting at 2m apart. 4. Staff should knock before coming into the offices in case we are in virtual meetings. 5. If we are needed staff can telephone, use walkie talkies or the SLT whatsapp in the first instance or use Teams to make contact. 6. Signage on doors as a reminder. 7. SLT may visit classes at the external or internal door and spend time outside with children at a 2m social distance. 	
Shared Staff areas		<ol style="list-style-type: none"> 1. Staff MUST try to stay 2m from any other member of staff at all times where possible. Where not possible, face masks must be worn. 2. Allocated staff areas: <ol style="list-style-type: none"> a. Y1/Y2 - Small hall (left side) (maximum 6) b. YR - Small hall (right side) (maximum 6) 	

		<ul style="list-style-type: none"> c. Y3 - Church d. SLT/Office/Site Team/SENCO/PPA - Main staffroom (maximum 6) e. Y4/Y5/Y6 - Back of main hall (maximum 6) f. Bridge - KS2 Library (maximum 3) <ol style="list-style-type: none"> 3. Staggered break and lunch times will allow a natural reduction of staff using any of the staff areas at any one time. 4. Staff will be encouraged to only use the shared areas only if it is absolutely necessary. 5. In general, there should be no more than 6 staff in any shared area at any one time, although this may be different or specific parts of the school (e.g. Bridge classrooms) 6. Where possible, no-one should spend more than 15 minutes in the staff rooms with other adults unless they are in the main staffroom for PPA where additional measures have been put in place to minimise the risk of infection. This also applies to the YR PPA area in the small hall. 7. Tea and coffee making facilities will be available - site staff will replenish water for kettles. Travel mugs must be used when children are present. 	
<p>PPA Arrangements for teachers</p>		<ol style="list-style-type: none"> 1. Teachers are to work from home for PPA however if teachers do work in the main staff room the following actions are observed. 2. YR teachers to work in school as their PPA is weekly - the Small Hall and the Church are to be used. 3. All staff MUST be 2m from each other and not face each other. The staffroom is arranged to ensure safe working distances. 4. PPA will be once every two weeks, for a full day, to reduce the mixing of PPA adults in different classes (YR will be weekly for half a day). 5. The staff room will be laid out to minimise risk and maximise distance between staff. 	
<p>Increased workload</p> <p>The increased need to clean areas more frequently, to adapt our curriculum significantly and to provide interventions for children may increase workload significantly for all staff.</p>		<ol style="list-style-type: none"> 1. The Governing body will monitor work/life balance alongside SLT to promote a work-life balance and wellbeing for ALL staff. 2. Staff MUST be offered mental health support and signposted to organisations that can support them. https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers 3. Staff will be directed to the Education Support Partnership through staff meetings, our wellbeing board, the TV screen https://www.educationsupport.org.uk/ 4. Natalie Greer and SLT will work together to support staff through signposting of relevant sites, a wellbeing board in staff rooms, toilets and 	

		<p>direct support.</p> <p>5. Staff will be encouraged to approach Natalie or SLT with any concerns or worries and know that we have an open door policy to support for ALL staff.</p>	
<p>Role changes</p> <p>Staff may feel their role has changed or they are being overburdened with work that is not normally expected of them.</p>		<p>1. Any changes in role will be communicated directly with the member of staff as soon as possible and all staff can express concerns with their line managers including SLT.</p> <p>2. The school will take into account the workload reduction toolkit to support any decisions made.</p> <p>https://www.gov.uk/guidance/school-workload-reduction-toolkit</p>	
<p>Leaving</p>		<p>1. Staff must leave their classrooms when cleaners are cleaning the room</p> <p>2. Staff may only use their classrooms to do work in after school and should not congregate in staff rooms at this time (abiding by the points in the staff room section).</p> <p>3. If staff wish to talk to others this is better outside, keeping a 2m distance at all times.</p> <p>4. Staff children should be with parents at all times and not left unsupervised. Staff should make sure they clean all areas their children have touched. Staff children will be put in the same Bubble if possible.</p>	

School Operations - Arrival, drop-off and attendance

Identified Risks	Risk Level	Actions and controls to reduce risk at our school	Reduction in Risk Outcome
<p>Public transport</p> <p>Families and staff may use public transport to arrive at school or to return home.</p>		<p>1. Staff and parents should be referred to safer travel guidance for passengers:</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p>	

<p>Visitors</p> <p>Visitors who are on site for more than 15 minutes pose a risk of cross contamination and increasing the spread of the virus.</p>	<p>HIGH</p>	<ol style="list-style-type: none"> 1. All visitors must use hand sanitiser before coming into the building. 2. Visitors who are staying on site for longer than 15 minutes (such as contractors) MUST leave their name, contact details, organisation and reason for being in school with the office staff. This will be recorded on paper for 48 hours and then shredded. 3. If possible contractors should be arranged to come out of school hours. 4. If the visitor is on site during school hours they MUST maintain a distance of 2m from any other adult or child and MUST NOT use any shared areas such as the Staff Room. 5. If a visitor needs to use a toilet, this MUST be the church toilets and the site team MUST be alerted to this by the office staff so it can be cleaned as soon as possible. 	
<p>Staggered Start/end times</p> <p>630 children and their parents entering the site all at one time will increase the risk of infection due to the number of people on site at any one time and a lack of social distancing.</p>		<ol style="list-style-type: none"> 1. Staggered starts and end times for families allocated by surname from 8.30 to 9.00 am in 10 minute slots and different entrances/exits dependent on Key Stage: 2. Start Times will be: <ol style="list-style-type: none"> a. A-F - 8.30 - 8.40 b. G-M - 8.40 - 8.50 c. N-Z - 8.50 - 9.00 3. Exit Times will be: <ol style="list-style-type: none"> a. A-F - 2.55 - 3.05 b. G-M - 3.05 - 3.15 c. N-Z - 3.25 - 3.20 4. See map for details of entrances and exits. 5. Lines and signage will be displayed to encourage 2m socially distancing. 6. Yellow lines will be 2m outside classroom doors for parents to leave their children to go into class. 7. SLT and the site team will monitor arriving and leaving of all families. 8. Parents MUST make an appointment if they want to come into the school building for any reason. 9. All communication with the office MUST be made by telephone or email. 10. If a parent needs to come into school please see the visitors section above. 	
<p>Taxis & Car Park Users</p>		<ol style="list-style-type: none"> 1. The car park is for staff use only. 2. In exceptional circumstances, parents should contact the school office to discuss particular needs. However, there is not space to allow all requests to be agreed. Priority is given to children with needs. 3. Where children arrive via taxi, the office needs to inform the appropriate 	

<p>Children who do not attend school</p> <p>Parents will not send their children into school as they may be afraid of the coronavirus or shielding.</p>		<p>staff that a child has arrived. The staff member(s) will collect the children from the taxi, and bring them in via an agreed route.</p> <ol style="list-style-type: none"> 1. Usual school attendance rules apply: <ol style="list-style-type: none"> a. Parents have a duty to ensure that their child attends school regularly where they are registered and of compulsory school age. b. Schools are responsible for recording attendance and follow-up absence. c. Availability of issuing sanctions, including fixed penalty notices in line with local authorities' codes of conduct. 2. Pupils who are shielding or self-isolating: <ol style="list-style-type: none"> a. The majority of children will be able to return to school b. There may be exceptions due to public health advice for the local area such as self-isolating, if rates rise and shielding is required again, on the advice of their doctors. c. If a child is unable to attend school we MUST immediately offer access to remote education and we MUST monitor engagement with this activity. d. If a child is expected to be at home due to a parent following clinical and/or public health advice their absence MUST NOT be penalised. 3. Schools MUST support parents who may be afraid to send their children back to school by discussing concerns with the parents and provide reassurance of the measures put in place to protect their children. We will do this by: <ol style="list-style-type: none"> a. Providing a copy of the risk assessment to parents b. A virtual tour of the school c. A prearranged visit outside of school hours to reassure parents and children d. A transition towards full time attendance to help parents see that it is safe for their child e. A different arrangement for drop-off and pick-ups if they are concerned about other parents being on site. 4. We MUST communicate clear and consistent expectations on school attendance through our website, newsletters and phone calls home. 5. We MUST promote attendance through the summer holidays and the autumn term - this will be done through some updates on the website in the summer months and postcards home to remind children for those identified vulnerable families 6. Vulnerable children will be identified by SLT in communication with the SENCOs and HoY team to ensure that these families are contacted in the 	
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		<p>summer break.</p> <p>7. Catch-up funding and PP funding will be used for those identified children to support their needs to encourage attendance in school such as breakfast club, booster sessions, high level invitations to learn through the curriculum offer and individual pastoral support.</p> <p>8. We will work with all agencies to ensure children are attending and will notify social workers if a family in need or LAC children are not attending as expected.</p>	
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School Operations - Breakfast Club/After School Club

Identified Risks	Risk Level	Actions and controls to reduce risk at our school	Reduction in Risk Outcome
Breakfast Club		<ol style="list-style-type: none"> 1. Breakfast Club will be capped at 60 children only. 2. The children will be split into 5 consistent groups of up to 12 children per group which they MUST remain in. 3. One group will be in the church - this will be the 8.20am group. 4. Four groups will be in the main hall, which will be split into 4 sections. 5. One adult will support each group of children. 6. Children should use hand sanitiser on arrival to the hall. 7. Parents will arrive from 8am and they must line-up on the ramp to enter the hall via the hall door one at a time. Parents must leave via the steps. 8. 8.20am parents MUST come to the church fire exit door via the ramp and then exit the school by the steps. 9. Children can use the church toilets (Groups A & B use toilet 1; Groups C & D, E use toilet 2) - these will be cleaned after the breakfast club has finished. 	
After School Club - Hatch Warren		<ol style="list-style-type: none"> 1. HATCH WARREN ASC IS CURRENTLY CLOSED - 4/01/2021 2. Children wait in their classroom for Hatch Warren staff to collect them and take them to the KS2 Playground to be registered and wait until they can all leave together. 	
After School Club - ISIS		<ol style="list-style-type: none"> 1. Children wait on the wooden benches in the Reception Area to be collected by ISIS. (usually 2 / 3 children) 	

After School Club - SCL - (onsite)		<ol style="list-style-type: none"> 1. Children will be brought to the main hall by an adult (teacher/LSA) and will follow SCL's own risk assessment and guidelines. 2. Children use the church toilets. 	
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School Operations - Classroom Bubbles & Resources

Identified Risks	Risk Level	Actions and controls to reduce risk at our school	Reduction in Risk Outcome
<p>Class bubbles set up</p> <p>Class bubbles are up to 31 children which will hinder social distancing for children and could increase the rate of infection if there was a positive coronavirus outbreak in school.</p>		<ol style="list-style-type: none"> 1. Adults should try to maintain a 2m socially distanced gap between them and other adults and children. 2. Adults MUST NOT be face to face (up close) with children or other adults at any time. 3. Adults MUST minimise the time spent within 1m of anyone. 4. Children who are older should be encouraged to maintain distance and not touch staff or their peers where they can even if it is only for some of the time. 5. Classrooms need to be prepared to support distancing where possible: <ol style="list-style-type: none"> a. Children should be sat side by side b. Children should be sat facing forwards c. Unnecessary furniture should be removed from the classroom to make more space. 6. All excess furniture and clutter MUST be removed from classrooms to make space for tables and children's resources. 7. Ventilation in the classroom is key. Windows MUST be open at all times and external should be open if it is not too cold. Internal doors MUST remain open at all times. 8. Every classroom will have the following items (please let the site team know if you are running out of any of these items) <ol style="list-style-type: none"> a. Detergent in a spray bottle b. A cloth for cleaning - this will be replaced regularly c. Hand sanitiser d. Gloves e. Mask f. Apron g. Bin bags to double bag any bodily fluid waste 	

- h. Lidded bins for all potentially contaminated items
 - i. General waste bin for food and non-recyclable waste
 - j. Paper bin for recyclable paper waste
9. Teachers, LSAs and the site team MUST clean regularly used surfaces and resources frequently through the day.
10. Recognition point class charter developed with children in first week to highlight important routines and rules for their classroom - include:
- a. Washing hands
 - b. Catch it, Bin it, Kill it
 - c. Social distancing as appropriate to the year group
 - d. Lining up
 - e. Moving around the classroom & school
 - f. Child's own resources
 - g. Shared resources
 - h. Books - reading
 - i. Toilet rules
 - j. Lunch time eating in the class
 - k. Break and Lunch time rules
 - l. Fire drill
11. Charter MUST be displayed and visited regularly to remind children of the expectations - remember lots of recognition points for compliance.
12. All planning MUST encourage independent learning - aim to avoid partner talk face to face or group work initially - Y2-Y6
13. Children in Y2-Y6 MUST have a set seat that is only changed due to exceptional circumstances such as a really bad pairing of children. Children MUST not change table positions if at all possible.
14. Children MUST have their own resources they use everyday in their own pencil case - pencil, pen, ruler, rubber, sharpener, glue stick, scissors, colouring pencils, white board & pen - these are provided by the school.
15. Shared resources MUST be limited to a pair if possible and washed after use. Children MUST wash their hands after use.
16. Paper resources MUST be distributed before lessons and not in lessons as much as possible.
17. Children MUST stay in their class bubble unless they have asked permission to leave or the teacher has directed them to do so.
18. Water bottles MUST be kept on the child's desk or under the desk when using technology at all times and children MUST ask if they need to refill it.
19. Tables MUST be set out so no child is facing another child with less than a 2m gap between them where they may be facing each other (see YR and Y1 below).

		<ul style="list-style-type: none"> 20. Teachers and LSAs MUST try to model social distancing between themselves and as much as possible with children - try to stay at the front, side or back of the classroom. 21. Any interactions with children for close support such as in writing lessons MUST be side by side and not face to face and the adult MUST remain standing as much as possible. 22. Sitting on the carpet MUST only be in YR and Y1. 23. All surfaces MUST be left clear at the end of the day for cleaning purposes. 	
Books Bags		<ul style="list-style-type: none"> 1. Children will be provided with a small book bag. 2. When children arrive, these may be placed on their desk or in a separate tray, depending on space and use of the tables in the classroom. 3. If the bags are placed on the floor, concern should be given to the health and safety aspects of this, particularly as trip hazards or in the event of an evacuation. 	
Sinks and cloakrooms		<ul style="list-style-type: none"> 1. Children should be encouraged to hang their coats up as they arrive but teachers should monitor how many children are near each other at the time. 2. Where possible, children who sit next to each other should also hang their coat next to each other. 3. At break and lunch time if coats are needed, children should be directed by the class teacher to collect coats in small groups. 4. Water bottles, pencil cases, whiteboards & small book bag MUST be kept with the child in the classroom (ie they shouldn't be collected in a box together in the classroom). 5. Sink areas MUST be kept clear at all times of additional clutter. 6. If children bring their own soap it MUST be kept on by the sink. 7. Hands MUST be washed as soon as a child arrives. 	
<p>Classrooms YR/Y1</p> <p>Children will not be able to social distance and need to be able to move around the room more freely. This could increase the risk of infection.</p>		<ul style="list-style-type: none"> 1. Sitting on the carpet MUST only be in YR and Y1. They must be spread apart as much as possible and some children may need to sit at tables to support this. 2. Each child will need a space to keep their belongings - pencil cases, books, water bottles and snacks 3. Water bottles MUST be placed so children can easily get them but not bunched together in one place 4. Resources (personal) - everyday resources MUST be kept in personalised pencil cases (provided by school) 	

Libraries		<ol style="list-style-type: none"> 1. Libraries will be out of bounds for all pupils. 2. Teachers may collect books from the library for their class. When these are returned they MUST be clearly marked with the date of their return so they can be quarantined for 72 hours. 	
Resources		<ol style="list-style-type: none"> 1. Individual equipment and resources, such as those children need to use throughout the day, children MUST have their own items and these MUST NOT be shared. 2. Adults MUST have their own regularly used equipment and resources and MUST NOT share these with anyone else. 3. Equipment and resources that are not used regularly can be shared within a bubble but they MUST be cleaned more regularly throughout the day. 4. Mesh laundry bags are bought to support washing resources such as deines more easily. 5. Any materials or equipment that is shared between bubbles MUST be cleaned meticulously and always between bubbles using them. If this cannot be done then the items MUST be rotated to allow 48 hours (72 hours for plastics) between use by different bubbles. 6. Outdoor equipment such as the trim trail can be used but MUST be cleaned more frequently. 7. Sand should not be used. Where malleable items like playdough are necessary, they must be individualised, with 1 pot per named child. These should not be shared. 8. Children MUST NOT bring in any unnecessary items from home and should only bring: <ol style="list-style-type: none"> a. A lunch box b. A snack c. A water bottle d. Outside clothing such as hats and coats if needed e. A small book bag provided by us 9. Reading books can be sent home although children and parents MUST be reminded to wash their hands before and after reading with their child at home when using a school book. 10. Reading books MUST be cleaned when returned to school or rotated and left for 72 hours before being given to any other child. Books sent home on Monday and returned Thursday, then stored until following Monday to be sent out again. 11. Teachers should not take books home to mark and MUST wash their hands before and after handling any child's book or books. 12. Teachers MUST wash their hands before and after handling any reading 	

		books that have been at home with children.	
Outdoor Equipment		<ol style="list-style-type: none"> 1. The Bridge will have priority use of the KS2 equipment. 2. The KS2 equipment will be sprayed daily with a safe cleaning solution (detergent). 3. Good hand hygiene before and after use of the equipment will help to reduce risk. 4. KS1 equipment is currently out of use. 	
Table Tennis		<ol style="list-style-type: none"> 1. Children are allowed to use the table tennis tables within their own bubble only. 2. Washing of hands before and afterwards is key. 3. The bats and balls need to be cleaned after use, but not inbetween players. 4. Each class should have their own set of resources, but not per-child. 	
Patio Areas		<ol style="list-style-type: none"> 1. Because of the staggered break times, patio areas should be avoided if a class is still working next to that patio area. 	
Picnic Benches		<ol style="list-style-type: none"> 1. Because of issues with cleaning and uncertainty about how we can manage this, they will be removed initially until a plan can be put in place. 	
The Bridge		<ol style="list-style-type: none"> 1. The Bridge will be a bubble and will not mix with any other bubbles. 2. The Bridge will consist of the main Bridge classroom, the discovery room and the Rainbow Room. No other adult or child will be allowed in these rooms except in exceptional circumstances - see point 11. 3. PPE will be available to all staff working within the Bridge provision 4. Every child will have a risk assessment in place with appropriate measures and procedures detailed to support adults in maintaining safe working procedures. 5. Each child will either stay in their mainstream class or be in the Bridge for the first half of the autumn term; this is to reduce cross contamination. 6. All LSAs in the Bridge classroom will be allocated a consistent child/children to work with across the day. 7. All staff MUST wash their hands or use hand sanitiser when moving between children when required. 8. All adults MUST maintain 2m social distance from any other adult except in exceptional circumstances. 9. Exceptional circumstances would be when a child needs more than one adult to support them in being safe towards themselves and others in the classroom. 	

Calm Spaces - The Bridge & RR room		<ol style="list-style-type: none"> 1. There will be two identified spaces for children in the mainstream part of the school to access should they need to come out of class for sensory breaks, calming time or any other reason. 2. In KS1 - The RR room 3. In KS2 - The Bridge Quiet Room 4. Adults should let their team know they are going to either of these rooms by walkie talkie or verbally for whatever reason. 5. The room MUST be cleaned after the adult and child have left and the onsite team will need to be alerted to complete this as soon as possible. 6. SLT MUST be called if a child is deregulated and requires physical intervention or a change of face. If their teacher is on PPA they MUST be called first. 	
The Ark		<ol style="list-style-type: none"> 1. Ventilation in this room is key, and windows must be left open. 2. The desks must be placed so that persons are a minimum of 2m apart. 3. There is a maximum of 2 people within this room. 4. Persons should avoid facing each other, and tables should be set accordingly. 5. Chairs, tables, and other surfaces and resources should be cleaned between uses/users. 6. A log must be kept of who is in the room, on which days, and for how long, in case of needing to track and trace. 	
The Peri Room		<ol style="list-style-type: none"> 1. Space will be created by removing as many items as possible. 2. Ventilation in this room is key, and windows must be left open. 3. A maximum of 4 people in this room. 4. While practicing instruments with the teacher, children must be 2m apart, and must not be facing each other. 5. A log must be kept of who is in the room, on which days, and for how long, in case of needing to track and trace. 	

School Operations - Medical Needs

Identified Risks	Risk Level	Actions and controls to reduce risk at our school	Reduction in Risk Outcome
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Medicines		<ol style="list-style-type: none"> 1. All medicines will be kept in class for children in the class safe or locked cupboard. The safe MUST BE locked at all times. 2. Adults in the bubble will administer the medicines and complete the paperwork. Adults must wear PPE and wash hands before and after. 3. Medication Procedures: Tablets: The CT/LSA will wash their own hands and place the tablet in a named cup for the child to take. They will release the tablet from the blister packet ensuring they do not touch the tablet at any time. The cup will be kept on the child's table and cleaned at the end of the day. If disposable, it should be thrown away. 4. Medication Procedures - fridge medication - If children have medicine that is to be kept in the fridge, it must be still kept in the staff room fridge as it cannot be stored with food. Staff/children should come to the office area to collect the medicine and a member of the office team will collect the medicine for them. This then should be returned to the office after the child has taken it. 5. Staff Medication - Please carry your own medicines (in a safe, locked away place) such as paracetamol etc as you will not be able to get some from the office. 	
Inhalers and Auto-Injector		<ol style="list-style-type: none"> 1. Inhalers and Auto-Injectors will be in individual named bags for children. They must be kept in an accessible but safe space. 2. If possible, children must wash their hands before and after using their inhalers and if you provide assistance you will need to wear PPE and also wash your hands before and after supporting the child. 3. In an emergency where an auto-injector is administered, please use PPE and wash hands or use hand sanitiser as soon as you are able this may not be possible before you need to administer the medication. Always wash your hands afterwards. 	
First Aid		<ol style="list-style-type: none"> 1. Simple first aid can be administered in the classroom as previously - please use PPE as needed. This is particularly important if there are any bodily fluids visible. 2. If you need to send a child to the office, please contact the office initially by using Teams or phoning, then one adult must accompany the child to the chairs in the office unless it is a suspected case of coronavirus 	

School Operations - P.E.

Identified Risks	Risk Level	Actions and controls to reduce risk at our school	Reduction in Risk Outcome
<p>Social distancing and bubbles</p> <p>Lack of social distancing and sharing of resources</p>		<ol style="list-style-type: none"> 1. Children kept in their class bubbles for all PE lessons. 2. Children should wash their hands before and after PE lessons. 3. Sports equipment MUST be washed between class bubbles using it. 4. Children should avoid making contact with each other in PE. 5. PE MUST take place outside; there is no indoor space for it. If it is wet weather then physical PE cannot take place but keeping healthy lessons can take place. 6. Planet-Ed can take class bubbles but will stay with the same class bubble all afternoon - this will involve some outside physical sport and some indoor lesson provision - this will be planned by Planet-Ed with guidance from the class teacher. 7. Golden miles, active break times and active lessons will all contribute to physical exercise for children. 	

School Operations - Behaviour

Identified Risks	Risk Level	Actions and controls to reduce risk at our school	Reduction in Risk Outcome
<p>Challenging behaviour increases risk of infection to others</p>		<ol style="list-style-type: none"> 1. At all times, staff and children will promote positive behaviour through accurate learning opportunities, rewards, RPs, role-models and positive interactions. 2. Teachers should support children in understanding & behaviour: <ol style="list-style-type: none"> a. Altered routines to start & end of day b. School instructions for hygiene c. Following instructions for socialisation in school d. Moving around the school site 	

- e. Expectations on sneezing, coughing & disposal of tissues etc
- f. Expectations of not touching their faces
- g. Telling adults they are experiencing symptoms
- h. Rules about sharing resources
- i. Expectations at break and lunch times
- j. Use of toilets
- k. Rules about coughing or spitting near or towards another person
- l. Rules for remote learning at home
- m. Rewards and sanctions where appropriate & communicated to parents via the website
- n. Identify any reasonable adjustments that need to be made for children with more challenging behaviour.

3. If a child is known to spit when in crisis or nearing crisis, staff must endeavour to have and wear appropriate PPE including goggles when supporting a child is in crisis. Appropriate PPE will be dependent on the situation, and staff must use their best judgement.
4. Use of restraint and close proximity must be a last resort, but is allowed where a child or adult needs to be kept safe. Individual risk assessment will give specific guidance as to how to manage the child when in crisis.
5. If a child is being difficult in not following safe practice, then teachers will use their best endeavours to turn the situation around. Head of Years and support staff will also support. Senior leaders can also be called to support where a situation is escalating.
6. Children who consistently and purposefully do not follow social distancing or cause members of staff and other children to be unsafe due to their behaviour will not be allowed to be in school. However, the child's needs and environmental factors will always be considered before any decision is made, in conjunction with their risk assessment where available. Sending a child home (which would be an exclusion) would always be a last resort.
7. All children who require it will be risk assessed to consider the risk to others (children & staff) if in school and whether it is appropriate for them to be in school.
8. PPE - Masks (N95 grade), Aprons, Goggles, Visors, Gloves all considered and may be necessary.
9. Reduced timetables & exclusions may be needed if children put adults and other children at risk.

School Operations - Break and Lunch Times

Identified Risks	Risk Level	Actions and controls to reduce risk at our school	Reduction in Risk Outcome
<p>Social distancing and bubbles</p> <p>Lack of social distancing at break and lunch times.</p>		<ol style="list-style-type: none"> 1. Bubbles Staggered break and lunch times. See: 2. Hands washed before and after every break and lunch time 3. Reduced play equipment available - hard surfaces that are easy to clean. 4. Games taught in class & PE that support social distancing 5. Extra supervision of break and lunch times particularly for vulnerable children 6. Reduced lunch time to 50 minutes so teaching time is not reduced due to staggering lunches. 7. Lunches eaten in class for ALL year groups - lunches provided by HC3S or packed lunch from home. 8. LSAs to have dedicated 30 minutes lunch break 9. Teachers to have 50 minute lunch break 10. Midday Supervisors to support lunch break supervision for class bubbles and vulnerable children. 11. Areas zoned for break and lunch time to avoid any mixing of bubbles 12. For school provided Milk and/or fruit/veg: Before eating/drinking, hands should be washed, and the milk and/or fruit/veg should be washed. 	

School Operations - Communication between staff

Identified Risks	Risk Level	Actions and controls to reduce risk at our school	Reduction in Risk Outcome
<p>Communication in school</p> <p>between different teachers, LSAs, office</p>		<ol style="list-style-type: none"> 1. All communication MUST be through electronic means - What's APP, Walkie Talkies, Email or telephones. 2. Microsoft Teams groups should be set-up as follows: <ol style="list-style-type: none"> a. Year R & KS1 b. KS2 c. LSAs 	

<p>staff, site team and SLT could break bubbles and cause a higher rate of infection</p>		<ul style="list-style-type: none"> d. Lunch Time Staff e. SLT & Senco f. Teachers g. Bridge h. DSLs i. Office Team j. Site Team <ol style="list-style-type: none"> 3. Bridge will continue to have walkie-talkies. 4. Please do not send excessive or unnecessary messages to all groups. 5. Staff should not be on their phones with negative impact on the children. Good safeguarding practices should be adhered to. Avoid putting yourself in situations where you could be put in compromising or vulnerable situations. It is ideal to have two adults present, where possible, if children are also present. Where one adult is present, consider the phone placement (e.g. flat on a desk, with the camera not being able to be used). 6. Urgent messages for teachers or LSAs MUST be delivered in person by office staff using the external doors to classrooms. Messages for 6C can be given by going through the main hall which will be empty during the school day. 7. It is preferable to use a laptop for communication; however, a phone is acceptable as long as good safeguarding practices are adhered to. 	
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School Operations - Managing Books, Marking & Feedback

Identified Risks	Risk Level	Actions and controls to reduce risk at our school	Reduction in Risk Outcome
<p>AfL, sharing and touching of books</p>		<ol style="list-style-type: none"> 1. AfL is priority. Regular class teachers should not remain at the front or with individual children, but rather be purposefully assessing and supporting children in the class, in order to be effective in AfL. 2. Equally, safe practice should be considered - for example, considering body position, not speaking with a child for an extended time, avoiding face to face discussion. 3. Books can be handed in to a pile/box by children. 	

		<ol style="list-style-type: none"> 4. Teacher washes hands before and after handling books 5. Books must not go home with the teacher or they will need to be quarantined for 48 hours. 6. Consideration must be given to the way that books and resources are given out. The aim is to reduce pupil/staff movement where possible, although this cannot be eradicated. For example, where possible, give out resources/books when children are not present. 7. Adults should make use of whole class feedback, self-marking and verbal individual feedback rather than individual marking. 8. Teachers should avoid eating whilst marking. 9. The marking policy is still in place, with adjustments made due to the physical constraints of the above. 	
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School Operations - Reception / Office Area

Identified Risks	Risk Level	Actions and controls to reduce risk at our school	Reduction in Risk Outcome
Shared resources and general operations		<ol style="list-style-type: none"> 1. Photocopier - social distancing must be observed, and must be cleaned after each use. Where possible, use machines close to the classroom. Hand Sanitiser next to machines, must be used before using, wiped down after use and hands washed. 2. See section on visitors to the school. 3. Toners etc for printers to be done by Kat/Chris. 4. All parents will be asked to telephone or email members of staff if they need to talk to them unless it is an emergency. 5. If someone needs to enter the site, hand sanitiser is provided outside the main entrance at all times with clear signage to use it before entering. 6. 2m distance must be maintained all all times by visitors from the desk. 7. Signing in - managed by the office team using the mobile phone APP for staff (or non-touch badge option) and an electronic form for visitors. 8. Perspex screen purchased to put around the office area to protect staff. 9. 2 members of staff in the office at any time. Work from home where possible. 10. Lunchtimes will need to be staggered so the office is always manned. 	

		<ol style="list-style-type: none"> 11. Where possible, packages must not be opened immediately - they need to be delivered into a box at the front of the school building if able and cleaned before being opened. Whoever handles them needs to wash their hands/use hand sanitiser immediately. 12. Staff to use only their own keyboards and mouse. 13. All staff must use their own chairs, when not in these should be stored in the church when not in use. 14. Telephones should be cleaned regularly through the day especially around the ear and mouthpiece. 15. Office team to regularly clean high-contact areas such as buzzers and buttons for door releases. 	
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School Operations - SLT Offices

Identified Risks	Risk Level	Actions and controls to reduce risk at our school	Reduction in Risk Outcome
Social distancing and risk of passing on virus.		<ol style="list-style-type: none"> 1. RA & NF share an office but will be social distanced and be facing away from one another. Window will also be open for ventilation. 2. VS to use her office. Single person office. 3. CC & MP to share an office; desks are arranged to be socially distanced and not facing each other. 4. RA/NF/CA/MP/CC to communicate via Teams in the office. 5. Staff are not to enter the offices unless it is an emergency. If we are needed they are to telephone, use walkie talkies or the staff whatsapp in the first instance or use Teams to make contact. 6. Signage on doors as a reminder. 7. Parent meetings need to happen via email, phone or Teams. Where this is not possible, social distancing and hygiene procedures must be in place. 	

Home Learning

Home Learning Guidelines

Identified Risks	Risk Level	Actions and controls to reduce risk at our school	Reduction in Risk Outcome
Learning opportunities reduced as children are not in school		<ol style="list-style-type: none"> 1. At any point, teachers need to have work ready on Google Classroom for a child, multiple children, or the whole class, should they be absent from school because of Covid-19 reasons. Teachers therefore need to have this in mind as work is planned. However, work does not need to be duplicated where there is no need (ie when children are not at home). 2. The work set should be aligned with in-school provision. 3. The amount of work set online should mirror the experience of pupils in-school. 4. This work and activity should be given due diligence, and treated as if they were in school, including regular marking of work. 5. Where appropriate, Google Meet check-ins should happen to ensure the child is accessing education and maintaining contact with the teachers. 6. The school will have spare laptops available to give to students where required. 	

Identified Risks	Risk Level	Actions and controls to reduce risk at our school	Reduction in Risk Outcome
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Remote Education

Increased workload for staff which may affect their mental health and wellbeing.

Digital access for children may be reduced due to home circumstances.

Children may not engage with learning at home and require extra support.

Safeguarding concerns for children and staff due to online learning.

1. KS1: 3 hours a day on average across the cohort with less for younger children.
2. KS2: 4 hours a day
3. SLT and governors will use the 'review your remote education provision' tool published by the government when it becomes available.
4. Schools will teach a planned and well-sequenced curriculum.
5. Google Classrooms will be used to facilitate our curriculum offering interactions, assessment and feedback through the classroom streams and Google Meet. Teachers have been trained and are confident using this platform.
6. We will overcome barriers to digital access by providing laptops or providing printed resources to structure learning, supplemented with other forms of communication to keep pupils on track and answer questions about work.
7. Under the discretion of the SLT we may invite a child to access our face-to-face provision under the vulnerable children's guidance if their engagement in remote education is a barrier.
8. All staff will check daily on engagement of children by attendance on Google Meets, uploading of work, direct contact by staff and/or emails from parents. Where engagement is a concern this should be reported to Charles Applegate (HT) to be followed up and solutions put in place.
9. Charles Applegate supported by Nikki Ford and Rebekah Alsey will have overarching responsibility for the quality and delivery of remote education, including that provision meets expectations for remote education.
10. By 25th January 2021, all information regarding remote education provision will be published on our website
11. As a school we will be very mindful of staff well being, understanding that whilst the job at hand is demanding, we must look after staff wellbeing. We will support staff through: (a) regularly talking to them about wellbeing (b) always looking for ways to reduce bureaucracy (c) ensuring our risk assessment is as robust as possible (d) utilising
12. Our children protection has been updated (Annex 13) to include safeguarding children and staff when working online.

Our Remote Education Offer

Children at home may not receive a full

1. We will set meaningful and ambitious work each day in an appropriate range of subjects - English, Maths and foundation.
2. We will provide teaching that is equivalent in length to the core teaching children would receive in school. This will be a mixture of recorded, live teaching and tasks uploaded on Google Classrooms.
3. We will provide frequent, clear explanations of new content, delivered by a

<p>curriculum due to not being in school with their teacher.</p> <p>See our Remote Education Policy for more detail.</p>		<p>teacher or through high quality curriculum resources.</p> <ol style="list-style-type: none"> 4. We will provide opportunities for interactivity, including questioning, eliciting and reflective discussion - through Google Classrooms and/or Meets. 5. We will provide suitable scaffolding and opportunities to apply new knowledge. 6. We will provide children with timely and frequent feedback. 7. We will use assessment to ensure teaching is responsive to the needs of the child and address any critical gaps in a child's knowledge. 	
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Evacuation & Lockdown

Fire Evacuation

Identified Risks	Risk Level	Actions and controls to reduce risk at our school	Reduction in Risk Outcome
<p>All persons on site need to evacuate safely and quickly.</p>		<ol style="list-style-type: none"> 1. The school has a well managed process in place when needing to evacuating the school site. 2. The additional change is for children and staff to line up in a socially distanced fashion when on the playgrounds or fire evacuation zones. 3. Fire marshalls will continue as per normal. 4. The safe evacuation of adults and children is the most important aspect in the event of a fire alarm; therefore strict social distancing is unlikely to be adhered to. However, adults and children should be encouraged to do their best. 	

Lockdown

Identified Risks	Risk Level	Actions and controls to reduce risk at our school	Reduction in Risk
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			Outcome
All persons on site need to go to safety quickly.		1. Because of the high risk nature of this event (irrespective of covid-19), all staff and children will do their utmost to ensure safety guidelines are followed for the lockdown processes first, and where possible, think through ways to limit Covid-19 risks..	